

Honorable Chair and Members
of the Torrance City Council
Community Planning
and Design Committee
City Hall
Torrance, California

Members of the Committee:

SUBJECT: Review options for a Historic Preservation Program

RECOMMENDATION

Recommendation of the Community Development Director that the Community Planning and Design Committee provide direction regarding the potential adoption of a historic preservation program as outlined in the attached staff report, including the following possibilities:

- A. Establish a Historic Preservation Overlay Zone (HPOZ) Program
- B. Establish a Mills Act program whereby a property owner's consent is required for both entering into a contract agreement and listing a structure on a historic register.
- C. Funding
- D. Implementation Measures

Potential Expenditure and Funding

Program Start-Up: \$281,000 to \$306,000

Program On-Going Annual Costs: \$239,000 to \$327,000

Future Costs: \$25,000+

Funding for establishing and implementing historic preservation programs is currently unavailable, however the City Council may choose to put these programs as a priority for budget surplus or modify the budget to fund these programs and identifying corresponding offsets in the budget.

BACKGROUND & ANALYSIS

In the 2008 Strategic Plan, the Strategic Plan Priority goal of preserving the heritage of historical sites (Key Performance Indicator [KPI] #7) is identified as a means of enhancing the appearance, character and quality of the community. To achieve this goal, five sub-goals are identified: identification and awareness of historic sites, restoration and rehabilitation of historic sites, celebration of the community's heritage, formulate a historic preservation program for the City, and intensify efforts to revitalize Downtown Torrance while preserving its historic character.

In an effort to educate the community on potential historic preservation program options for the Torrance Tract and receive public input, the Community Development Department held community workshops on November 20, 2014, January 29, 2015 and April 29, 2015 at the Bartlett Center in Downtown and a meeting before the City Council Community Planning and Design Committee on July 30, 2015. Property owners and residents within the Torrance Tract were encouraged to attend these meetings and notified via mail, newspaper display ads, CitiCable and Council oral communication announcements.

On July 30, 2015, the Community Planning and Design Committee reviewed the options that could potentially be part of a preservation program and directed staff to provide additional information on and the costs associated with creating and implementing the Mills Act property tax abatement and historic district programs. For this endeavor, staff researched several local cities that have established Mills Act and historic district programs, including the cities of Calabasas, Glendale, Monrovia, Pasadena, Pomona, Redondo Beach, Santa Monica, South Pasadena, West Hollywood and Whittier (Attachment C). These cities achieved an A grade on the 2014 Los Angeles Conservancy Historic Preservation Report Card. Staff spoke with several historic preservation consultants to determine the initial steps and costs for setting up a preservation program. Staff met and spoke with a representative from the County Assessor's Office and State Office of Historic Preservation to discuss the requirements and implications of the Mills Act program.

Resource Survey and Preservation Plan

A resource survey was performed and prepared by the Torrance Historical Society under the guidance of a preservation architect for structures located within the Torrance Tract, the area bound by Dominguez Street to the north, Plaza del Amo and Carson Street to the south, Western Avenue on the east, and Crenshaw Boulevard on the west. The Torrance Tract was selected as the focus of the historic resource survey because the area represented the original boundaries when Torrance was founded in 1912 and it contained the greatest concentration of potential resources. On July 30, 2015, the Community Planning and Design Committee unanimously voted to recommend that the City Council adopt the Historic Resource Survey. The Historic Resource Survey is not a local historic register, but can be used as the basis for determining which properties are eligible to be included on a local historic register and participate in the Mills Act property tax abatement program and help identify areas where historic overlay zones or districts potentially could be formed within the Torrance Tract. The Resource Survey of the Torrance Tract was funded by a \$25,000 contribution from the City and a \$10,000 National Trust for Historic Preservation grant. Adoption of the Resource Survey will be brought before the City Council for consideration in the near future.

The preparation of a preservation plan or historic preservation element in the General Plan and a resource survey are the initial steps taken towards developing a program. The preservation plan or element serves as the policy document that guides historic preservation programs and ordinance in the same way the General Plan Land Use

Element directs zoning and the physical development of the City. The formulation of a preservation plan can be prepared solely by staff or in conjunction with a historic preservation consultant and will require public outreach.

Following the adoption of the preservation plan and resource survey, a preservation ordinance would need to be prepared, which would establish the criteria and procedures for creating historic districts/historic preservation overlay zones and/or participating in the Mills Act program and designating properties for local historic register.

Historic Preservation Overlay Zones and Districts

Historic districts or historic preservation overlay zones are comprised of a geographic concentration of contributing or historically significant structures. Districts can range in size from a few adjoining properties to several hundred properties spread across a larger area. Multiple historic districts may be established by ordinance based on property owner interest, neighborhood characteristics and themes, or when the area was originally developed. Due to the number of non-contributing structures, size and diverse character of the Torrance Tract, and varying level of interest in historic preservation, it would not be feasible or desirable to create a single historic district covering the entire Torrance Tract. Smaller individual districts would be more suited for the Torrance Tract area. The creation of a district would be initiated by a majority consent of properties owners within the proposed district.

Design criteria that regulate architectural style, materials and finishes, and building massing and orientation, and a tiered review process for proposed alterations made to contributing and altered contributing structures would be created for each district to ensure that the character of the district is maintained and that proposed modifications are consistent with the Secretary of the Interior Standards for Rehabilitation (see attached). Interior improvements that do not affect the exterior appearance would not be subject to a design review. Although non-contributing structures located within a historic district would not be subject to the same design criteria as contributing and altered contributing structures, alterations made to non-contributing structures could be reviewed to ensure neighborhood compatibility. The Historic Preservation or Cultural Heritage Commission would consider requests for major alterations to structures, while requests for minor alterations would be approved by the Community Development Director. The administration of historic district program includes evaluating and processing of district creation requests; preparing California Environmental Quality Act (CEQA) documents; developing design criteria for historic districts; updating the historic resource survey; and reviewing alteration requests.

Mills Act

The Mills Act property tax abatement program is a voluntary program that is initiated by the property owner whereby a homeowner can realize property tax savings by entering into a contract with the city to rehabilitate their property. In order to be eligible to participate in the program, the owner must request that his or her property be designated historic and listed on the local, State or National historic register. Eligibility

criteria, such as the age of the structure and architectural, cultural and historic significance, would be established under the historic preservation Ordinance. Property tax savings cannot be retroactively applied to properties that were rehabilitated prior to entering a Mills Act contract.

An architectural report, which outlines the maintenance schedule and rehabilitation plan of the property, prepared by a certified architect would be incorporated into the terms and conditions of the Mills Act contract. The Historic Preservation or Cultural Heritage Commission would consider Mills Act contract requests, make a recommendation to the City Council for the final approval of the contract, and major alteration requests. The administration of the Mills Act program includes evaluating and processing of historic designation requests; conducting property inspections; preparing Mills Acts contracts and California Environmental Quality Act (CEQA) documents; reviewing of contract conditions and architectural reports; updating the historic resource survey; and reviewing alteration requests.

Program Comparison

A Mills Act program and a historic district program can operate independent of each other. A property does not have to be located within an historic district to participate in the Mills Act program. Both the historic district and Mills Act programs will require a Preservation Plan and an Ordinance to be adopted, consent from the property owners to initiate, the creation of a new commission, compliance with the Secretary of the Interiors Standards for Rehabilitation, and design review for proposed exterior alterations. The programs differ in that Mills Act focuses on the historic significance of a single property and requires listing on a historic register, while historic districts focuses on the historic significance of a group of properties or a neighborhood and does not require individual properties to be listed on a historic register. A summary of historic preservation programs is attached (Attachment A).

Program Costs and Implications

Program Start-up and On-going Costs

The preservation plan and ordinance may be prepared by the planning staff or a consultant who specializes in historic preservation. Several cities that were contacted hired a consultant to prepare the preservation plan and/or ordinance. Recently, the City of Manhattan Beach hired a consultant for \$50,000 to develop a historic preservation plan and ordinance that would allow property owners to participate in the Mills Act. Staff contacted several consultants and cities to obtain cost estimates to have a consultant develop a preservation plan and ordinance that would facilitate both the Mills Act programs and historic districts and cost estimates range from \$50,000 to \$75,000.

As previously mentioned, staff contacted other cities to also determine the staffing requirements that would be necessary to administer preservation program that includes the Mills Act and historic districts. Staffing requirements vary from city to city depending on workload and range from one part-time planner to six full-time planner positions plus one part-time to full-time administrative support position. With the addition of this new

program, it is anticipated that two additional staff positions, a Planning Associate and an Office Assistant, would need to be added to the Community Development Department with oversight from the Planning Manager. Historic preservation would be a new function to the City and the Department and would require additional staff to handle the new workload and expertise needed to run an historic preservation program that includes historic districts and/or the Mills Act programs and staff a new Commission. In most cities, there is not a separate budget to administer historic preservation programs with the exception of Anaheim and Santa Monica which allocate \$50,000 to \$100,000 annually for consultant services for technical and staff support and South Pasadena which allocates \$25,000 annually for special historic preservation projects such as updating their resource survey and ordinance.

In addition, a Historic Resource or Cultural Heritage Commission would need to be created to consider Mills Act contract, historic register designation and district creation requests, and review major alteration projects. This Commission would be comprised of at least five members who have demonstrated interest in historic preservation, including two professional historians or architects, and is envisioned to meet once a month in the evening. The cost for running this new Commission is anticipated to be between the Environmental Quality and Energy Conservation Commission's annual budget of \$3,900 and the Planning Commission's annual budget of \$15,000 plus overtime costs for staff members covering these meetings. The City Council approved an annual budget of \$15,000 for the recently created Social Services Commission that meets once a month.

The cities of Anaheim and Beverly Hills, which have a large number of properties located within historic districts and under Mills Act contracts, retain the services of consultants for assisting them with administering their programs. The preparation of architectural reports by a certified architect is a critical component in developing a property rehabilitation and maintenance plan for Mills Act contracts. City of Beverly Hills places the responsibility and cost to obtain an architectural report on the property owner.

Application fees can be assessed to help offset costs for processing Mills Act, historic designation and design review requests. As an incentive for property owners, several of the cities surveyed choose to keep their application fees low or not charge fees altogether to encourage participation. For projects that require a more in depth CEQA analysis, a separate Environmental Assessment fee also can be collected.

Other cost considerations for administering the Mills Act and historic district program include staff and commissioner training, recognition plaques for designated structures and resources which can be paid for by the property owner, historic resource survey periodic updates, and hearing or court costs for terminating contracts.

Summary of Historic Preservation Program Costs

Program Start-Up Costs	
Historic Resource Survey	Completed pending adoption

	by City Council
Staff salary & benefits (recruitment of Planning Associate & Office Assistant)	\$209,000
Consultant Costs for preparing Preservation Plan and Ordinance	\$50,000 - \$75,000
Public Notification (Notices mailed to 2,000+ property owners, display ad published in newspaper) for community workshops, Committee & Council meetings (10)	\$2,200 per public meeting
Total Start-Up Costs	\$281,000 to \$306,000
Program On-Going Annual Costs	
Staff salary & benefits (Planning Associate & Office Assistant)	\$209,000
Historic Resources/Cultural Heritage Commission budget	\$3,900 to \$15,000
Consultant technical services (as needed)	\$25,000 to \$100,000
Commission & Staff training	\$2,000 to \$3,000
Total On-Going Annual Costs	\$239,000 to \$327,000
Future Costs	
Historic Resource Survey update	\$25,000+

Fiscal Implications

As noted earlier, application fees can be assessed to offset cost for applications for Mills Act contract, historic designation, historic district creation, and design review requests, however in order for the program to be revenue neutral those fees would likely be so high as to discourage owners from participating or investing into their property. A review process and programs must be developed prior to conducting a fee study in order to determine appropriate fees. With approximately 800 contributing and altered-contributing structures, even with a high participation rate sufficient revenue would not be generated to offset costs, thus requiring the substantial use of General Fund monies to subsidize the program.

One of the ramifications of the Mills Act program is the loss of property tax revenue to the city; school, community college, park and utility districts; and other county and state agencies. Since the County Assessor reassesses each property annually, the assessed value and tax savings will vary from year to year. The annual property tax savings typically range from 40% to 70% for newly improved or purchased property. The property tax savings to owners and revenue loss to the city cannot be precisely calculated for the life of the contract, although an estimated property tax revenue impact can be calculated for an individual property at the time the Mills Act contract is initiated.

Over the life of the contract, the property tax savings will decrease gradually as the assessed value approaches the fair market value. In creating the program, the Council may choose to limit the number of Mills Act contract applications accepted each year to

mitigate revenue loss. Although, there will be loss in property tax revenue, the owner's investment in rehabilitating the property as required by their contract with the city will increase the property value and taxes collected, which will eventually off-set these losses over time. For the City of South Pasadena, the average annual property tax revenue loss for the nine properties under a Mills Act contract was calculated to be between \$2,590 and \$3,221 and the average owner investment calculated to be \$261,559 per property over the life of the contract. The perpetual 10-year contract can also include a sunset non-renewal clause that allows the contract to expire when all of the rehabilitation requirements have been completed. Under State law, penalties can be imposed if the property owner is determined to be breaching the terms of the Mills Act contract. If the contract is canceled due to a breach of terms, the owner is subject to a cancellation fee equal to 12-1/2 percent of the current fair market value of the property.

Other Programs to Consider

A recognition program would not need to be adopted by Resolution or an Ordinance and can be the first step taken by the City to recognize Historic properties within the City of Torrance and implemented in relatively short time. A property recognition program is one of the target measures for KPI #7, which recognizes owners who have rehabilitated their property in a historic fashion can be instituted while a historic preservation plan and Ordinance that allow the creation of historic districts and/or property owners to participate in the Mills Act are being developed. The Historic Preservation or Cultural Heritage Commission that would be created as part of a formal preservation program, existing organization, or an ad hoc committee could be responsible for nominating properties for a recognition and certificates can be awarded by the City Council.

A conservation district may be enacted as an overlay district for special protection of older neighborhoods that may not be able to qualify for historic designation. This program would be established by Ordinance, which could be prepared by staff. The Ordinance would outline the requirements and procedures for establishing a district, such as minimum number of properties to be included, minimum threshold of property owners desiring to establish a district as well as design criteria focusing on the areas of concern to the neighborhood. This program could possibly require additional staffing to process requests to create districts and design review applications for proposed alterations, however the creation of a new commission would not be required.

Implementation Measures

If the City Council choose to move forward with a Historic Preservation program that includes historic preservation districts and/or the Mills Act program, the following implementation measures will be required:

1. Identify funding sources
2. Adopt Historic Resource Survey
3. Hire historic preservation consultant to assist staff in the preparation of a Historic Preservation Plan and Ordinance

4. Adopt Preservation Plan and Ordinance
5. Recruit and hire Planning Associate and Office Assistant positions
6. Establish a Historic Preservation/Cultural Heritage Commission

Summary of Options

The Community Planning and Design Committee may choose to select one or more of the following options for a historic preservation program:

- Recommend that the City Council direct staff to hire a historic preservation consultant to prepare a Historic Preservation Plan and Historic Preservation Ordinance that includes the following program components: Mills Act whereby a property owner's consent is required for both entering into a contract agreement and listing a structure on a historic register and establishment of historic (HPOZ) districts.
- Recommend that the City Council to direct staff to prepare an Ordinance that would allow the establishment of conservation districts.
- Direct staff to prepare a property recognition program for City Council consideration.

Respectfully submitted,

LEROY J. JACKSON
City Manager

By


Jeffery W. Gibson
Community Development Director

CONCUR:


LeRoy J. Jackson
City Manager

City Manager Note: This program will need a substantial amount of funding to implement and maintain. If Your Honorable Body would like to proceed, this program will need to be discussed in the Budget Review scheduled for the Spring 2016.

Attachments:

- A. Historic Preservation Program Summary
- B. City Research Table
- C. Draft Minutes July 30, 2015 Community Planning & Design Committee
- D. Secretary of the Interior Standard for Rehabilitation
- E. Correspondence

Historic Preservation Programs

	Recognition Program	Conservation District	Historic Preservation Overlay Zone	Mills Act
How established/implemented	Nomination committee	Ordinance	Preservation Plan & Ordinance	Preservation Plan, Ordinance, Resolution & Contract
Consent to initiate	None	Majority of property owners w/in proposed district	Majority of property owners w/in proposed overlay	Property owner
Participation	Voluntary	Mandatory	Mandatory	Voluntary
Listing on a Historic Register required	No	No	No	Yes (Local register)
Historic Preservation/ Cultural Heritage Commission required	No	No	Yes	Yes
Design Review required	N/A	Yes	Yes	Yes
Scope of Design Review	Exterior	Exterior	Exterior	Exterior
Eligible properties	Residential, Commercial	Residential	Residential	Residential
Approval of requests for minor alterations to structures	N/A	Community Development Director	Community Development Director	Community Development Director
Approval of requests for major alterations to structures & new construction	N/A	Planning Commission	Historic Preservation or Cultural Heritage Commission	Historic Preservation or Cultural Heritage Commission
When is restoration of Altered-Contributing resources required	Prior to nomination	Upon owner initiation of construction	Upon owner initiation of construction	Prior to or after contract execution
Treatment of Non-Contributing Resources	Not eligible for recognition	Future alterations reviewed for compatibility	Future alterations reviewed for compatibility	Not eligible for participation
Compliance with the Secretary of Interior Standards	Voluntary	Voluntary/ Mandatory	Mandatory	Mandatory

City Research

City	Who Prepared of Preservation Plan/Ordinance	Staffing requirements to administer program	Application fees	Property tax revenue loss (Mills Act)	Other cost considerations
Anaheim	Architectural Resource Group, they would recommend	Principal Planner (~10% time), Associate Planner 30 hours/week, Assistant Planner 20 hour/week	None	Not calculated, 300+ properties with Mills Act contracts	\$50,000/year for consultant
Calabasas	Staff prepared plan	Community Development Director & City Planner less than %5	Mills Act: \$1,200; Certificate of Appropriateness: \$503 SFR, \$1,006 other structures; Certificate of Economic Hardship: \$456 SFR, \$913 other structures; Historic Designation: no charge	Currently no Mills Act contracts in place	Historic Resource Survey & future updates, Historic Context, staff & commissioner training, plaques for designated landmarks, staff overtime costs to cover Commission meetings
Glendale	Historic Preservation Element (General Plan)	Historic Preservation Planner	Mills Act: \$1,362, Historic Designation: no fee but approx. \$700 bronze plaque		
Monrovia	Citizen advisory committee helped develop program	Associate Planner (full-time), Planner (half-time)	Landmark Designation: \$500; Mills Act: \$780; Certificate of Appropriateness \$250; Special Review: \$103; Demolition Review: \$230; Mills Act Extension: \$230; Design Review: \$825; Historic District Designation \$103 + \$170 per property in district	annual sustainability study, contract non-renewal after completed rehabilitation work	
Orange	Chattel prepared Cultural Resources Element, staff prepared Historic District Ordinance	Associate Planner	Mills Act \$1,000 plus \$30 annual processing fee	Estimated total of \$299,978 revenue loss from 1998 to 2010 for 162 contracts	
Pasadena	Staff prepared Ordinance	Design & Preservation Planning Section: Principal Planner, 2	Mills Act: \$1,104 SFR & \$2,209 MFR, commercial & industrial property		

		Senior Planner, Planner, Assistant Planner, Staff Assistant	Landmark/Historic Designation : \$3,558 Alteration Review: \$379		
Pomona		3 Associate Planners, Assistant Planner (20% time)	Mills Act: 0.1% of assessed property value up to \$2,470 Historic District Designation \$503 plus \$10 per lot Historic Landmark Designation: \$203 Certificate of Appropriateness: \$503 (major), \$53 (minor)	11 properties under contract	
Redondo Beach	McKenna Associates prepared resource survey (1986) & update (1996)	Associate Planner, Planning Analyst	No fee for Landmark designation, design review or Mills Act. Removal from Landmark List: \$3,583	No financial assessment for approx. 70 properties under Mills Act contract	Staff training in historic design, Commission costs, overtime for Commission meetings
Santa Ana			Historic Exterior Modification: \$2,040 Mills Act: \$4,119 Historic Designation: \$5,248		
Santa Monica	PCR Services & Historic Resources Group (2002), they were satisfied with work	Senior Planner (full-time), Associate Planner (quarter-time); Staff Assistant (quarter/half-time)	All fees waived except for Landmark Designation application \$700, if member of the Landmark Commission initiates a Landmark Designation application then the fees is also waived	A financial analysis is prepared for each Mills Act contract request under consideration that includes the estimated annual loss of property tax revenue for the property	\$100,000+ allocated for consultant services (reviewing landmark designation, design review, historic district applications etc.), separate funding for resource inventory update Historic Resource Survey
South Pasadena	Preservation Ordinance adopted in 1992 Historic Resource Group reviewed Ordinance in 2007 for \$22,000 with assistance of Federal grant (Certified Local Government)	Senior Planner, Assistant Planner, 2 Planning Interns Considering historic preservation consultant on retainer Architectural historian hired for complex projects (paid by property owner)	Mills Act: \$615 Historic Designation (Landmark Review): \$1,115 Certificate of Appropriateness: \$800 (major), no fee (minor)	Currently have 8 Mills Act contracts with estimated revenue loss of \$30,000 per year	\$25,000 annually for special historic preservation projects (resource survey, historic context statement, ordinance update) Staff training
West Hollywood	Historic Resource Group will prepare	5 positions with duties: Administration	Mills Act: \$785		Periodic (every 5 years) updates to historic resources

	Preservation Plan and Element (1998), satisfied with work	Specialists, Assistant Director of Community Development, Manager of Current & Historic Preservation Planning, Associate Planner or Senior Planner, Historic Preservation Intern			survey, city-wide inventory of commercial properties, creating web-based database & website of historic resources Certified Local Government (CLG) grants require 40% local government match
Whittier	Staff prepared plan	Principal Planner, Assistant Planners (help with minor applications)	Mills Act: \$1,339 Certificate of Appropriateness: \$1,218, \$110 (Waiver) Landmark Designation: \$853 Historic District Formation : \$853		

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July 30, 2015

**MINUTES OF A MEETING OF THE
COMMUNITY PLANNING AND DESIGN COMMITTEE,
TORRANCE CITY COUNCIL**

ROLL CALL

Present: Councilman Griffiths, Chairman,
Councilwoman Ashcraft, and
Councilman Goodrich.

Absent: None.

Also Present: City Manager Jackson, Deputy Community
Development Director Cessna, Planning Manager
Lodan, Senior Planning Associate Chen, Planning
Associate Joe, and Management Associate Hoang.

I. WELCOME AND INTRODUCTIONS

The Community Planning and Design Committee convened at 7:00 p.m. on Thursday, July 30, 2015 in Council Chambers, Torrance City Hall. Committee Chairman Griffiths introduced Committee members and pointed out supplemental correspondence received after agenda packets were prepared.

II. Councilman Goodrich led the Pledge of Allegiance.

III. HISTORIC PRESERVATION OPTIONS

Deputy Director Cessna introduced the item and provided background on the development of the Historic Resource Survey (Attachment A) for the original Torrance Tract prepared by the Torrance Historical Society. She noted that the Survey could serve as the basis for determining if a property is eligible to participate in a preservation program as well as address goals of preserving the heritage of historical sites outlined in the City's General Plan and Strategic Plan. She stated that community outreach meetings were held to receive public input, present potential preservation program options, and distribute interest survey forms. She explained that 1,798 residential, commercial, and industrial structures in the Torrance Tract were surveyed and placed into three categories: contributing, altered contributing, and noncontributing, noting that 535 structures are categorized as contributing. She showed photographs that compared the categories of structures, noting that the entire house faces the street in original structures. She presented staff's recommendation that the Committee recommend that City Council adopt the Historic Resource Survey.

Planning Manager Lodan provided a PowerPoint presentation regarding historic preservation program options in ascending order from simple to complex. He stated that the first option is a Property Recognition Program whereby an ad hoc committee would award residents annually for rehabilitated or restored properties. The next program he highlighted is a Conservation District that is typically enacted by Ordinance as an overlay district for special protection of older neighborhoods. He noted that the existing

Deborah Schaffer
Recording Secretary

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underlying zoning would remain in place and that it would be comprised of a minimum number of contiguous properties, initiated by majority consent of property owners within a defined area. He added that a formal historic preservation plan or Commission would not be required but that a consultant may be needed for initial establishment.

He next described the establishment of a Historic Preservation Overlay Zone (HPOZ) by Ordinance that would entail the formation of a formal Historic Preservation Plan, Commission, and administrative/staff involvement. He stated that a main component would include the creation of a local Historic Register of historic structures that can range from a few properties on a single street to an entire neighborhood. He noted that an HPOZ functions as an overlay district, with the existing underlying zoning remaining in place, and is initiated by the majority consent of property owners within a proposed area. He stated that improvements or modifications to a property would be required to meet the Secretary of Interior's criteria for historic preservation. He added that design review would apply to exterior alterations, restorations, rehabilitation, and additions to contributing or altered contributing structures. He noted that creation of an HPOZ would require consultant expertise and assistance as well as a collaborative effort through workshops and public meetings.

Lastly, Planning Manager Lodan discussed the Mills Act, a property tax incentive program enacted by the State in 1972 that encourages the preservation and maintenance of qualified historic structures. He stated that the Mills Act Program is a component of a larger Historic Preservation Plan for the City and that eligible structures must be listed on a local Historic Register. He described the application process and ten year perpetual contract recorded with the County in which a property owner agrees to restore, maintain, and protect the property in accordance with specific standards identified in the contract. He noted that property tax benefits depend on when the property was purchased, the type of improvements, and commitment of the homeowner.

He concluded his presentation with positive and negative implications of implementing an historic preservation program. He stated that positive consequences include preservation of the community's heritage and neighborhood character, enhancement of appearance of properties and neighborhoods, stabilization of neighborhoods, and prevention of incompatible development. He stated that possible disadvantages include potential regulatory taking of property rights, demolition and property development restrictions, lengthened design review and building permit process, and increased commitment of staff resources.

Committee members disclosed that they do not own property or live in the area under consideration.

In response to Member Goodrich's inquiry, Planning Manager Lodan stated that cities that have adopted an HPOZ include Redondo Beach, Long Beach, Pasadena, and Los Angeles. Planning Associate Joe added that cities in Colorado, Oregon, and Northern California have adopted a Conservation District but noted that an HPOZ is the most common option in Southern California.

Chair Griffiths received clarification from staff that it is possible for properties to implement more than one historic preservation option but that it would depend on how the City arranges its program.

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IV. PUBLIC COMMENTS

Maureen O'Donnell, Beech Avenue, stated that she and many neighbors have restored their homes to their original character. She received clarification that the Mills Act tax benefits are not retroactive and are for newly improved properties.

Jesse Keller, Madrid Avenue, stated that a Conservation District would preserve the heritage and character of the area, provide a good balance of restrictions, and acknowledge changes in demographics and technologies.

Janet Moser, Madrid Avenue, voiced support for an HPOZ to maintain the historic character of old Torrance and prevent tear-downs that are replaced with inappropriate structures.

Rebekah Harman, Gramercy Avenue, stated that she is not in favor of an HPOZ because the homes require upgrades to make them livable, that property values would decline, and any remodels would require an additional layer of approvals.

Chair Griffiths received clarification from staff that only exterior treatments are being considered and that the approval process would depend on how an ordinance is crafted. Staff added that they would like to have a tiered review process whereby smaller additions could be reviewed and approved at a staff level but that larger projects would go through a public hearing/Commission level.

Member Goodrich received confirmation that additions would not be precluded but would be reviewed to ensure they conform to the architectural style of the property.

Mary Dolan, Madrid Avenue, stated that it is sad to see so many homes leveled in Old Torrance over the last ten years. She noted that the challenge is to implement an option that honors the range of different perspectives that residents feel about the issue. She expressed support for an HPOZ and making the Mills Act program available to property owners who want to pursue it.

Trudy McQuillan, Cota Avenue, expressed opposition to being told what she can do with her 1919 home and that she wants the freedom to make improvements on her own.

Responding to Chair Griffiths' inquiry, Mr. Lodan explained that homeowners would only be forced to comply with a preservation program if they want to change something.

Member Ashcraft received clarification from staff that if someone wanted to change their windows they would have to be architecturally compatible.

Phil Friess, Beech Avenue, received clarification that noncontributing structures would not be affected by an HPOZ and would be allowed to make alterations that fit with the character of that property.

Tracy Creamer, Amapola Avenue, stated that sometimes it is necessary to remove structural walls to enlarge rooms.

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Gene Higginbotham, Arlington Avenue, recommended adoption of the Historic Resource Survey, noting that it is an important first step in developing a historic preservation program. He stated that relaxing existing zoning laws and restrictions would allow residents to expand their properties that still maintain historic character.

In response to Chair Griffiths' inquiry, Planning Manager Lodan stated that the Historic Resource Survey is a snapshot in time and would require periodic updates, possibly through the Historical Society volunteer effort.

Responding to Member Goodrich's inquiry, Mr. Lodan explained that there is a broad range of lot sizes within the original Torrance Tract, that there are many that have the opportunity to add on, and that floor to area ratio is consistent throughout the City.

Peggy Kline, El Dorado Street, voiced her support of an HPOZ or Conservation District. She stated that she worked with the City to find a way to remove supporting walls in her home without affecting the exterior.

Daniel DesJardins, Cabrillo Avenue, stated that as a property manager he has found that replacing original wood windows with the same type of materials is cost prohibitive and inefficient. He urged the City to take functionality into consideration.

Mr. Lodan provided clarification that the preferred standard would be to replace windows with the same type of materials; however, if unavailable or cost prohibitive, they could look at other windows that mimic the appearance and have the same visual aesthetic, noting that they have the ability to craft an ordinance with that level of detail.

Leslie Chavez, Amapola Avenue, stated that she and her husband spent 11 years restoring their home, including double hung windows. She voiced support for a preservation program that would help maintain the neighborhood charm and integrity.

Raymie McCoy, West 220th Street, stated that she restored her home, is saddened by all the tear-downs, and urged members to consider an HPOZ.

Pritam Matharu, Arlington Avenue, stated that it is not practical for most people to restore the homes and suggested that the City invest into buying and preserving them.

Theresa Chappell, Arlington Avenue, stated that she is interested in adding a rear unit on her R2 lot in the future and inquired about restrictions.

Planning Manager. Lodan explained that zoning would not change; however, any additions or new units would be required to be compliant with the architectural character of the front unit once an overlay district is established.

Joe Chavez, Amapola Avenue, stated that his home has been restored back to the 1920s. He expressed support for an HPOZ and noted that a domino effect occurs when property owners begin restoring their homes.

Janet Payne, Engracia Avenue, expressed appreciation to staff for their efforts and discussed the importance of Torrance's history founded in 1912 with the Olmsteads' vision for a garden city. She stated that she is committed to the historic preservation movement and noted that a plan can be created that can work for everyone. She

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recommended adopting the Historic Resource Survey, gathering more information, and bringing in a professional who can answer all the questions that are raised.

Debbie Hays, Post Avenue, urged the Committee to recommend adoption of the Historic Resource Survey and suggested having a Frequently Asked Questions list for easy reference.

Darar Chehrazi, Rancho Palos Verdes, received clarification from staff that commercial properties would be excluded at this time.

V. COMMITTEE QUESTIONS/DISCUSSION/DIRECTION TO STAFF

MOTION: Member Ashcraft moved to recommend that City Council adopt the Historic Resource Survey. Member Goodrich seconded the motion; a roll call vote reflected unanimous approval.

Responding to Member Ashcraft's inquiries, Mr. Lodan stated that an HPOZ and Mills Act would be components of one historic preservation program and that the Mills Act would mostly benefit new owners. He explained that an HPOZ works hand in hand with the Mills Act but that they could implement an HPOZ without the Mills Act.

Member Goodrich inquired about installation of solar panels, and Planning Manager Lodan stated that they would not be precluded and staff would work with the property owner to look for the least conspicuous placement. He stated that to his knowledge no one on staff has direct experience with historic preservation and that staff would like to talk to specialists in the field to gain their expertise.

Referring to a budget, Deputy Director Cessna offered to bring back a broad estimate of costs and staffing levels in two months for the various options, and from there they would want to build a program through the public process.

Member Goodrich was pleased to note the flexibility that could be built into the programs and requested more information about the HPOZ and Mills Act.

Chair Griffiths stated that there is confusion about the options and concurred that more detailed information would be beneficial.

Member Ashcraft stated that residents' concerns need to be addressed and expressed interest in moving forward with looking at the options more clearly with additional information.

MOTION: Member Goodrich moved for staff to bring back more specific information regarding the Historic Preservation Overlay Zone and Mills Act programs. Member Ashcraft seconded the motion; a roll call vote reflected unanimous approval.

VI. MOTION: at 8:58 p.m., Member Ashcraft moved to adjourn the meeting. Member Goodrich seconded the motion; a roll call vote reflected unanimous approval.

Secretary of the Interior Standards for Rehabilitation

Rehabilitation projects must meet the following Standards, as interpreted by the National Park Service, to qualify as "certified rehabilitations" eligible for the 20% rehabilitation tax credit. The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

The Standards apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Carolyn Chun - Community Development,

A Historical Preservation idea.

Thank you for speaking with me the other day about the Historical Preservation, and explaining the 4 programs. I like them all. Anything that can help maintain the quality of our neighborhoods will be fine with me, as long as it does not become a burden of expense for property owners.

I feel Property owners will be more receptive to saving the historical quality of the neighborhood, if they are given incentives, like for instance;

1. Income property owners could get special privileges to save the original appearance of a structure, because it costs more to preserve. For instance a historic house with wood windows and wood siding is expensive to maintain and replace. Most rental income owners just come along and stucco over the wood and replace the windows with the cheapest thing they can find that will last maintenance free, then rent it out.

My idea is to give rental property owners an incentive that may work for them to be enthusiastic about saving their valuable properties and keeping the historic appearance or restoring it. Besides all the other benefits from the historical zone, if adopted, we should give special advantages so the owners can make sense of the repairs to stimulate a better income from their property. Such as allowing expansion of the existing dwellings to substantiate better rents, ultimately. Higher rental income from the extra square footage and preserved property would help to maintain the original appearance, and inspire owners to work together to improve the neighborhood with special attention to the historical nature of their property. The expansion privilege to be allowed would need to look as though it was added in the same year the house was originally constructed, and the original structure would need to be recognizable from street view as well as stay intact say about 80%. Realizing that people may need to have more room if it is available, but keeping the historical integrity.

This is just one idea that I would like to submit to the Historical committee, call it "Historical owner privileges". So instead of focusing on restrictions, make possibilities. Let's all see who wants what and try to make it happen to the benefit of everyone.

Sincerely,

Sharon Imel
729 Border Ave.
Torrance, 90501
310 787 8083

Joe, Kevin

From: CDD Info
Sent: Friday, September 25, 2015 8:05 AM
To: Gibson, Jeff
Cc: Cessna, Linda; Joe, Kevin; Chun, Carolyn
Subject: FW: Opposition in the potential creation of a Historic Preservation Program

From: Amy Chen [mailto:iachen@yahoo.com]
Sent: Thursday, September 24, 2015 8:13 PM
To: CDD Info
Subject: Opposition in the potential creation of a Historic Preservation Program

Dear Mr. Gibson,

Very unfortunately, we will be on vacation out of the country at the time of the meeting so we are unable to attend the second Public Community Planning and Design Committee Meeting in person. But I would like to express in this email our **opposition** in the adoption of any Historic Preservation Program in our neighborhood.

For those residences who would like to preserve their houses' look and feel should do so but **NOT** trying to enforce other unwilling home owners to comply with a program that wasn't there when we purchased our property over 32 years ago and do not share the same interest.

My feeling is that if they love to preserve the historical 'look and feel' of the house, they should have bought a house that was in an area that was already designated as such, instead of changing a new area into one and ignoring other homeowner's opposition and forcing us to adopt to the same code.

As we live in a democratic country, we should apply the same democratic ideal to matters in our city and community. Please do not succumb to the louder voice and overlook the silent one's right.

Also, can you please advise if there's a website that has meeting minutes of this subject?

Best Regards,

Imin Chen & David King

Email: iachen@yahoo.com
1729 Arlington Ave., Torrance

Joe, Kevin

From: CDD Info
Sent: Monday, September 28, 2015 12:03 PM
To: Cessna, Linda
Cc: Joe, Kevin; Chun, Carolyn
Subject: FW: Historical Zoning

From: Sandy Pringle [mailto:sandy@pringleassociates.com]
Sent: Monday, September 28, 2015 11:57 AM
To: CDD Info
Subject: Historical Zoning

I wish to register my objection to this Historical Zoning effort. Experience clearly shows that property values are adversely affected by a move of this sort. Resale and appraisal is a critical element in my family's plans.

I own a couple of properties in the proposed zone.

This move would significantly affect my income and retirement.

1108 Sartori and 1116 Sartori

*Sincerely,
Ronald Pringle*

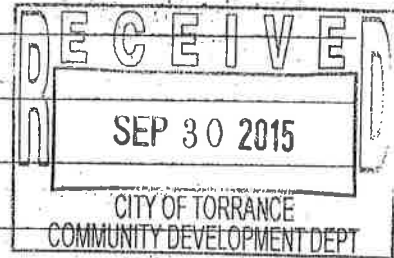
September 28th, 2015

CITY OF TORRANCE

Community Development Department

Att: Mr. Jeffery W. Gibson

Community Development Director



Dear Jeffery,

Regarding to beautifying Old Historical Torrance area,

we concerning that outside aspect & view of street is important
however, the hiding dark zone[i.e., alley] is much more important.

First of all, we expect that City of Torrance should re-surface all
alley turn to be well-paved road and maintain & keep it clean.

Beautifying and keeping the alley without trash and illegal parking
vehicle means keeping away from homeless, gang, crime and so on.

We hope you understand and take action sooner or later.

Thank you.

Sincerely yours,

Wish to remain anonymous
